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SHEET

N A S A
National Aeronautics and
Space Administration

George C. Marshall Space Flight Center
Marshall Space Flight Center, Alabama 35812

Issuance Number: MMI 3713.2A

Date: March 20, 1981

Material Transmitted:

1. Management Instruction, MMI 3713.2A, subject: Nomination, Selection, and Appointment of Equal Opportunity (EEO Counselors)
2. This Instruction has been revised to reassign the responsibilities in paragraph 6.b. to the MSFC Deputy Director.

Distribution:
MDDL 2

Filing Instructions:

Remove MMI 3713.2 and insert attached MMI 3713.2A.

MANAGEMENT
INSTRUCTION

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National Aeronautics and
Space Administration

George C. Marshall Space Flight Center
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Originating Organization: CE01 Effective Date: March 20, 1981 MMI: 3713.2A

Subject: NOMINATION, SELECTION, AND APPOINTMENT OF EQUAL EMPLOYMENT
 OPPORTUNITY (EEO) COUNSELORS

1. PURPOSE

To provide guidelines and procedures for the nomination, selection, and appointment of MSFC Equal Employment Opportunity (EEO) Counselors.

2. SCOPE

This Instruction applies to all MSFC personnel.

3. AUTHORITY (Only applicable parts of most recent edition apply.)

NMI 3713.4, subject: Specific Assignments of Responsibilities Concerning the NASA Equal Employment Program.

4. POLICY

- a. Nominations of employees to be EEO Counselors will be made to the Director of the Equal Opportunity Office by the directors/managers of basic organizations, recognized employee groups, employees, and volunteers.
- b. Selection and appointment of EEO Counselors is a management responsibility and will be made by the MSFC Director.

5. GENERAL

- a. A sufficient number of EEO Counselors will be maintained based on a ratio of one counselor to approximately 400 employees. Counselor appointments will be staggered to assure continuity in the counseling Program.
- b. Counselors will be MSFC permanent employees who have had minimum service time at MSFC of two years.

- c. Counseling duties (see paragraph 5.f. of current NMI 3713.4) are to be performed on a part-time basis, in addition to the employee's normal work schedule, and with full support from his supervisors.
- d. Counselors may be assigned to serve specific organizations when this is practicable; however, employees may contact any MSFC Counselor they choose to consult.

6. PROCEDURES

- a. The Director of Equal Opportunity Office will:
 - (1) Request by memo to all employees (including directors/ managers of basic organizations and recognized employee groups) that they submit to him the names of their candidates for EEO Counselors.
 - (2) Also publish the above request in the Marshall Star.
 - (3) Maintain a standing list of names of candidates for consideration.
 - (4) Before the ad hoc committee recommends a candidate to the Center Director, secure the concurrence of the director/manager of the basic organization in which the candidate is employed.
- b. The Deputy Director, as counselor vacancies occur or as additional counselors are needed, will:
 - (1) Establish an ad hoc committee to review the list of available candidates and recommend to the Center Director for his consideration those candidates best qualified to be EEO Counselors.
 - (2) Designate ad hoc committee members that are broadly representative of the Center's workforce in terms of occupation, sex, race, age, ethnic background, and recognized employee groups.
- c. The Center Director will consider the candidates recommended and from them appoint the EEO Counselors to serve for a minimum of two years.

(Original signed by)

W. R. Lucas
Director

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